



City of Austin - JOB DESCRIPTION



Asset Management/Business Process Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10186	Salary Grade:	WF9
Approved:	October 07, 2005	Last Revised:	January 30, 2008

Purpose:

Manages support for various business units within the Austin Water Utility

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops and monitors division/section budget
2. Develops, implements and monitors business performance measures for the Division as a whole and individual work groups
3. Provides guidance to supervisors and team leaders in meeting Division goals/mission
4. Analyzes current business processes and requirements to identify unmet needs.
5. Conducts feasibility studies and performs cost benefit analysis to determine viable solutions for process improvement needs.
6. Facilitates and functions as a liaison between business and technical support personnel and coordinates the integration of various information systems to provide the tool sets necessary for asset management of the Utility's infrastructure.
7. Manages information systems projects, technical support activities, and network and business operations.
8. Manages web based reporting and business analysis tools deployments
9. Manages maintenance management systems and directs the activities of technical support personnel
10. Develops long range business plan for information systems needs and coordinates with and provides input to the Department's Chief Information Officer
11. Coordinates the activities of divisions and units
12. Coordinates the development, implementation and support of a comprehensive asset management system
13. Directs the activities of the Austin Water Utility dispatch center

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Skills in teamwork, communication, innovation, adaptability, and decision making, along with a customer focus, and results orientation.
- Comprehensive knowledge of the existing automated business applications and their relationships to each other and interfaces to outside systems.
- Strong skills in understanding and using standard application development design, report and project management tools.
- Ability to effectively lead multiple major projects or a variety of project team activities/tasks.
- Ability to perform objective analysis and re-engineering of business processes to maximize quality service and cost-effectiveness.
- Ability to meet deadlines and communicate the status of assignments and make difficult decisions.
- Strong management and supervisory skills.
- Ability to lead and manage a multi-discipline work force
- Skill in effective oral and/or written communications

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to the area supported plus five (5) years of related experience, two of which were in a supervisory capacity.
- A Master's degree may substitute for two (2) years of the required experience.
- Any combination of related Education and Experience may be substituted

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.